

# Frequently Asked Questions

### **I would like to be on a Selectmen's agenda. Who do I contact?**

The easiest way is to contact the Town Manager's Office and make a request. The Selectmen's agenda is prepared by the Board Chair working with the Town Manager. Requests must describe the issue and topic for discussion for proper placement on the agenda. Backup materials may be requested.

Most public input is reserved for the public comment section of the meeting.

### **How frequently do the Selectmen meet?**

The Board generally meets every other Monday, although depending on the season they may meet more frequently or as needed to conduct Town business.

### **I am confused about whether my emails to the Board of Selectmen or a member of the Board, or the Town Manager, are public. Are they?**

Generally emails sent to Board members, the Town Manager, or the Town Manager's assistant, from members of the public, should be considered public. There are few exceptions to this, such as if something involves town personnel. Depending on the subject matter emails and correspondence may or may not be addressed or included in the Selectmen's packet.

### **When do the Selectmen meet in non-public session?**

The Selectmen can only meet in non public session under the exceptions noted in [RSA 91-A](#), the right to know law. These include employee compensation, potential litigation, and sale or acquisition of real estate. A full list of exceptions are noted in [RSA 91-A](#).

### **What is a non-meeting?**

A non-meeting is reserved for collective bargaining discussions or advice from counsel. These are not considered meetings under the right to know law.

### **Are Selectmen's packets online?**

Yes. Packets are generally posted online the Monday morning before a Monday evening meeting.

### **I want the Selectmen to consider adopting or changing an ordinance. What is the process?**

You can write the Board a letter asking them to take up the issue. Town Ordinances that are proposed for a change will include public hearings and input, and up to three readings at a meeting prior to adoption.

### **Who is the Cable Franchising Authority of the Town?**

The Board of Selectmen serve as the Town's cable franchising authority under RSA 53-C

### **What committees are appointed by the Selectmen?**

The Selectmen generally appoint all town committees with a few exceptions. Appointed committees include the Conservation Commission, Planning Board, Zoning Board of Adjustment, Budget Recommendations Committee (vacancies only), Historic District Commission, and the Heritage Commission.

### **What are advisory committees?**

Advisory Committees are formed to serve the Town and make recommendations to the Board of Selectmen on particular projects or areas. Advisory Committees may be standing or ad-hoc. Current advisory committees include the Energy Committee, Technology Advisory Committee, Water/Sewer Advisory Committee, Cable Television Advisory Committee, River Study Committee, Train Committee, and Zoning Review Ordinance Committee.

### **All are Town Committees subject to the Right to Know Law?**

Yes, all committees appointed by the Board of Selectmen are subject to the right-to-know law, RSA 91-A. This means they must post notice of meetings 24 hours in advance, and take minutes. Minutes must be available to the public within five business days of the meeting.

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### **What committees are not appointed by the Selectmen?**

The Town has a few separately elected committees with specific responsibilities under NH Law and vote of the Town. These include the Swasey Trustees, the Library Trustees, the Trustees of Trust Funds, the Supervisors of the Checklist, and the Trustees of the Robinson Fund.

### **What other officers are elected by the Town residents?**

The Town Clerk, Town Moderator, and Town Treasurer are elected by Town residents. Each position carries a three-year term and specific statutory responsibilities.

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